

10 FEB 1958

**MEMORANDUM FOR:** Chief, Personnel Procurement Division  
 Chief, Personnel Assignment Division  
 Chief, Records and Services Division  
 Special Assistant to the Director of Personnel

**SUBJECT:** Reimbursement of Travel Expenses to Appointees

**REFERENCE:** Director of Personnel Special Memorandum No. 21,  
 same subject, dated 6 April 1957, paragraph 5b

Paragraph 5b of referenced memorandum is amended to read as follows:

Travel orders will also be required for cases described in paragraph 5b. The Special Assistant to the Director of Personnel will initiate the Travel Order, noting thereon the sponsoring office. Office of Personnel travel order numbers and allotment symbol 8-651-10-000 will be used. Certification as to the availability of funds will be made by the Office of Personnel Budget Officer, who will also initiate an adjustment voucher to charge the sponsoring office for the travel as appropriate. The approval line will be left blank for signature in the office of Director of Personnel.

*Gordon M. Stewart*

Gordon M. Stewart  
 Director of Personnel

D/Pers SM p 21

Released by: [REDACTED]

STATINTL

**Distribution:**

- 0 - D/Pers SM File
- 1 - C/RSD
- 1 - C/PTD
- 1 - C/PAD
- 1 - C/PPS
- 1 - D/Pers Reader Channo
- 1 - SA/D/Pers

Date: 10 FEB 1958

DOC 21 REV DATE 26-3-80 BY 029725  
 ORIG COMP 32 CPI 38 PAGE 02  
 ORIG CLASS M FOLDS 1 REFILED V  
 JUST — NEXT REV —  
 002/01/29 : CIA-RDP78-05747A000500060004-5

STATINTL  
 STATINTL

OD/Pers [REDACTED] val (7 Feb 58)  
 ✓1- Comptroller

[REDACTED]